

CITY *of* BOSTON

GENDER IDENTITY FOCUS GROUP CONSENT FORM

Purpose

You are invited to participate in a focus group organized by the Mayor's Office of LGBTQ+ Advancement (MOLA) and the Digital Services Team (DoIT) in partnership with several LGBTQ+-centered organizations in Boston. This project aims to better understand how people who live in Boston experience being asked about their gender identity by the City government and what we can do to make that experience more affirming, safe, and effective. We'll use what we learn from these focus groups to improve the marriage license process and develop guidelines City departments will use to ask about gender identity.

What to Expect

If you decide to participate, you will attend a 75-minute conversation with 4-7 individuals, including a facilitator and notetaker. We know you have important information to share with us and we are excited for the opportunity to hear more about your experience. Participants will receive a gift card for sharing their time with us.

Participant Rights

All participants have a right to confidentiality. The City of Boston will analyze the data, but your responses will remain confidential, and no names will be included in any reports. If you decide to participate, you will be asked to respect the privacy of other participants by not sharing their responses outside of the focus group.

All participants have the right to understand how we use this information. This consent form provides an overall view of why and how we're collecting information and what we plan to do with it after the focus group concludes. We will answer any questions you have about this topic before, during, or after the focus group.

How We'll Use This Information:

- One note-taker will be present to record participant responses on a digital device
 - Participant names will not be recorded in focus group notes and, consequently, will not be able to be directly connected to any statement
- Focus group notes will be uploaded to Google Drive, the cloud platform that the City of Boston uses to share information internally
 - Focus Group notes will only be shared with MOLA and DoIT staff working on this project.
- Focus Group notes will be used to draft a final report of key findings from multiple focus groups. These findings will not include any specific details shared by participants.
 - This report will be shared with other City of Boston departments and may be shared externally to support best practices for collecting gender identity info.

If you have any questions, concerns, or feedback about this, please contact Julia Gutierrez, Chief Digital Officer at julia.gutierrez@boston.gov.

Signature _____

Date _____